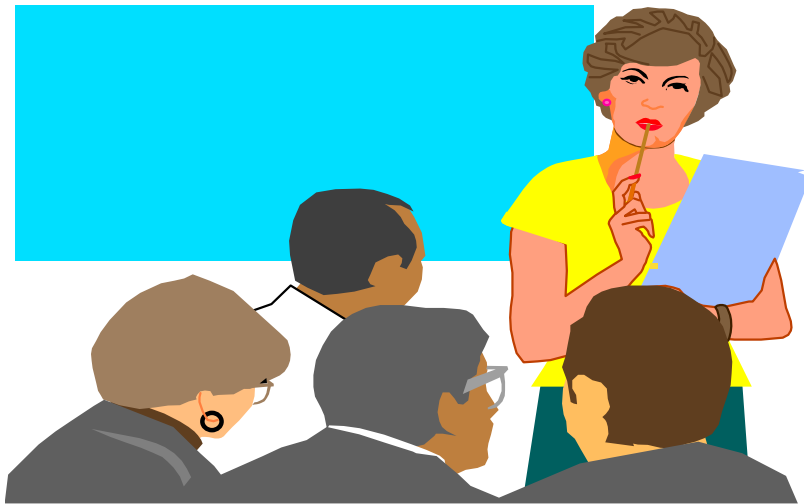


FY 01

NAVAL POSTGRADUATE SCHOOL



**FEDERAL EQUAL OPPORTUNITY
RECRUITMENT PROGRAM (FEORP)**

**UPDATE AND ACCOMPLISHMENT
REPORT**

**Prepared by: Command Equal Opportunity Office
Naval Postgraduate School**

**NAVAL POSTGRADUATE SCHOOL
FEDERAL EQUAL OPPORTUNITY RECRUITMENT REPORT (FEORP)
FY01 UPDATE AND ACCOMPLISHMENT REPORT**

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CERTIFICATION

Reporting Period: 1 October 2000 through 30 September 2001.

Department of the Navy

Naval Postgraduate School (NPGS)

UIC: 62271

NPGS MONTEREY

Naval Postgraduate School, 1 University Circle, Monterey, CA 93943-5001

NPGS MONTEREY Address

Number of Employees Covered by This Plan 738 Permanent Employees

Deborah Baity, Command Deputy Equal Employment Opportunity Officer

Name and Title of Contact Person

Deborah Baity, Command Deputy Equal Employment Opportunity Officer

Name and Title of Principal EEO Official

Certifies that this plan is in compliance with CFR Chapter 720

SIGNATURE OBTAINED

20 DEC 2001

Signature of Principal EEO Official

Date

SIGNATURE OBTAINED

20 DEC 2001

Captain Frank C. Petho, Deputy Superintendent, USN

Name and Title of Head of NPGS MONTEREY

Certifies that this plan is in compliance with CFR Chapter 720

Signature of Head of NPGS MONTEREY

Date

EXECUTIVE SUMMARY

**NAVAL POSTGRADUATE SCHOOL
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This is the Naval Postgraduate School FY01 Annual Federal Equal Opportunity Recruitment Program (FEORP) Accomplishment Report and Plan Certification. The data furnished in the report is derived from the Distributed Managers System (DMS).

In analyzing the command work force, underrepresentation of a particular Equal Employment Opportunity (EEO) group is determined by comparing that groups' onboard percentage to the relevant 1990 Census/Civilian Labor Force (CLF) percentage for that group. If the EEO group on-board percentage is lower than the commensurate CLF percentage, there is underrepresentation.

The following chart illustrates the NPGS MONTEREY total workforce for FY00 and FY01 by each male and female minority group (i.e., EEO group) and the relevant CLF:

**FY00 AND FY01
NPGS MONTEREY OVERALL WORK FORCE BY EEO GROUP AND CLF**

	Total	White		Black		Hispanic		Asian / Pacific		American Indian/Alaska Native	
		* M	F	M	F	M	F	M	F	M	F
FY01 Total # onboard	738	384	159	26	37	27	23	36	41	3	2
onboard %		52.0%	21.5%	3.5%	5.0%	3.7%	3.1%	4.9%	5.6%	0.4%	0.3%
FY01 UR		-	UR	UR	UR	UR	UR	-	-	-	
***Nat'l CLF		42.6%	35.3%	4.9%	5.4%	4.8%	3.3%	1.5%	1.3%	0.3%	0.3%
FY00 Total # onboard	685	352	141	25	36	27	22	39	38	2	3
onboard %		51.4%	20.6%	3.6%	5.3%	3.9%	3.2%	5.7%	5.5%	0.3%	0.4%
FY00 UR		-	UR	UR	UR	-	-	-	-	-	UR
CLF %		28.7%	25.9%	3.7%	6.3%	3.6%	2.7%	5.4%	5.5%	0.1%	0.5%

** San Diego CLF used.

NPGS MONTEREY employed 738 permanent employees at the end of FY01. NPGS MONTEREY's overall work force increased by a total of 53 employees when compared to ending FY00. Females comprise 35.5% of the permanent work force, while males total 64.5% of the permanent workforce.

** The Equal Employment Opportunity Commission's (EEOC) Memorandum of October 18, 1989, referring to the EEOC Management Directive (MD) 714, while identifying white males as an EEO group, stipulates that no objectives are required for this group in developing EEO and AEP goals. The intent of affirmative action in the federal service is to eliminate the effects of past and present employment discrimination against minorities and females.*

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The EEO groups under represented in the NPGS MONTEREY work force in FY01 were:

- White females
- Black males
- Black females
- Hispanic females
- Hispanic males

Asian American/Pacific Islanders and American Indian/Alaskan Native females were at parity at end of FY01.

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PATCOB ANALYSIS

In analyzing the command's work force by occupational groups for this report, the underrepresentation of a particular EEO group is determined by comparing that group's onboard percentage, in a given occupational group, (i.e. Professional, Administrative, Technical, Clerical, Other, and Blue Collar-PATCOB) to the relevant the CLF percentage for that group. When analyzing each PATCOB category, the discussion emphasizes how the gains and losses affected the representation of a particular EEO group.

FY01 PATCOB CATEGORIES BY EEO GROUPS

Occupational Category	Total On Board	White		Black		Hispanic		Asian / Pacific		Native Amer./ Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Professional #	294	215	46	4	3	4	0	18	3	1	0
%		73.1%	15.6%	1.4%	1.0%	1.4%	-	6.1%	1.0%	30.0%	-
% National CLF		54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%
Underrepresentation		-	UR	UR	UR	UR	UR	-	UR	-	UR
Administrative #	149	46	67	2	8	2	7	5	10	2	0
%		30.9%	45.0%	1.3%	5.4%	1.3%	4.7%	3.4%	6.7%	1.3%	0.0%
% Local CLF		33.4%	38.6%	3.9%	2.4%	6.6%	8.2%	2.8%	2.9%	0.4%	0.6%
Underrepresentation			-	UR	-	UR	UR	-	-	-	UR
Technical #	131	25	36	3	22	2	15	4	23	0	1
%		19.1%	27.5%	2.3%	16.8%	1.5%	11.5%	3.1%	17.6%	0.0%	0.8%
% Local CLF		30.4%	36.8%	1.7%	2.6%	8.1%	10.0%	3.2%	6.0%	0.1%	0.9%
Underrepresentation			UR	-	-	UR	-	UR	-	UR	UR
Clerical #	22	2	7	3	4	0	1	2	2	0	1
%		9.1%	31.8%	13.6%	18.2%	0.0%	4.5%	9.1%	9.1%	0.0%	4.5%
% Local CLF		8.5%	56.0%	0.5%	3.7%	5.1%	16.1%	1.9%	7.2%	0.1%	0.6%
Underrepresentation		-	UR	-	-	UR	UR	-	-	UR	-
Other #	34	20	1	4	0	5	0	3	1	0	0
%		58.8%	2.9%	11.8%	0.0%	14.7%	0.0%	8.8%	2.9%	0.0%	0.0%
% Local CLF		55.5%	13.6%	4.4%	4.8%	12.9%	2.0%	3.7%	0.7%	0.6%	0.3%
Underrepresentation		-	UR	-	UR	-	UR	-	-	UR	UR
Blue Collar #	108	76	2	10	0	14	0	4	2	0	0
%		70.4%	1.9%	9.3%	0.0%	13.0%	0.0%	3.7%	1.8%	0.0%	0.0%
% Local CLF		44.7%	3.9%	4.8%	0.0%	31.3%	6.8%	4.8%	3.1%	0.3%	0.1%
Underrepresentation		-	UR	-	-	UR	UR	UR	UR	UR	UR
FY 01 Total #	738	384	159	26	37	27	23	36	41	3	2
%		52.0%	21.5%	3.5%	5.0%	3.7%	3.1%	4.9%	5.6%	0.4%	0.3%
% Local CLF		28.7%	25.9%	3.7%	6.3%	3.6%	2.7%	5.4%	5.5%	0.1%	0.5%
FY 00 Total #	685	352	141	25	36	27	22	39	38	2	3
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% Local CLF		28.7%	25.9%	4.8%	6.3%	3.6%	2.7%	5.4%	5.5%	0.1%	0.5%

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The National CLF is used in the Professional category. While the San Diego CLF (Local) is used for all others. The FY01 comparison of EEO groups by the other PATCOB occupational categories shows the following:

- White females are underrepresented in all PATCOB categories except the Administrative category.
- Black males are underrepresented in the Professional and Administrative categories.
- Black females are underrepresented in the Professional and Other categories.
- Hispanic males are underrepresented in PATCOB categories except the Other category.
- Hispanic females are underrepresented in PATCOB categories except Technical category.
- Asian American/Pacific islander males are underrepresented in the Technical and Blue Collar categories.
- Asian American/Pacific Islander females are underrepresented in the Professional and Blue Collar categories.
- American Indian/Alaskan Native males are underrepresented in Technical, Clerical, Other and Blue Collar categories.
- American Indian/Alaska Native females are underrepresented in all categories except in the Clerical category.

NARRATIVE REPORT

The Human Resources Service Center Southwest (HRSC-SW) and the Commander Navy Region Southwest Human Resources Office (CNRSW HRO) used all available recruitment sources to promote recruitment and placement of underrepresented groups. These sources included:

- | | |
|--|---------------------------------|
| • Outstanding Scholar Program | • RESUMIX |
| • Temporary Hiring Authorities | • Merit Promotion Opportunities |
| • Veteran Readjustment Authority | • Non-competitive appointment |
| • Student Employment Programs | • DOD Summer Employment |
| • DOD Priority Placement Program Authorities | Program for Students with |
| • Military Spouse Preference Program | Disabilities |
| • Persons with Disabilities | • E-Recruiting |
| • OPM Delegated Examining Authorities | • Direct Hiring Authority |

Vacancy announcements are distributed to the area state Employment Development Department (EDD) offices, veteran organizations, targeted colleges, universities, and various minority/women community based organizations. Vacancy announcements and job information can also be found on the HRO Job Information Centers and on the CNRSW website, www.cnbsd.navy.mil, the Office of Personnel Management (OPM) website,

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www.usajobs.opm.gov, the Department of the Navy's (DON) website, www.donhr.navy.mil, and the HRSC-SW toll free telephone number, 1-800-831-0622.

The deployment of RESUMIX, the automated resume referral and processing system, continued to improve recruitment timeliness and broaden the applicant pool from which selections are made. Extensive outreach and marketing efforts continue to promote maximum awareness and participation. Vacancy announcements are now open continuously for all applicants, regardless of location, for all positions serviced by the HRSC-SW. Applicants and employees alike will submit one resume on-line, or by mail, and gain consideration for any number of job occupations without the requirement to apply in person.

Additionally, representatives from HRSC-SW and HRO participated in 32 recruiting events during FY01. All events were sponsored by colleges or organizations that represent various EEO underrepresented groups. These groups were:

- The Urban League
- Hispanic Association of Colleges and Universities (HACU) and other colleges and universities with significant enrollment of minorities and women
- Society of Mexican American Engineers and Scientists/Society of Hispanic Professional Engineers
- Veterans Organizations
- Braille Institute
- Able-Disabled Advocacy
- Goodwill Industries
- San Diego Workforce Partnership
- ACCESS America
- South County Career Center Staff and Clients
- State of California Employment Development Department
- San Diego Business Advisory Counsel (BAC)
- San Diego Center for the Blind
- Other regional and national recruitment events sponsored by minority/women organizations

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RECRUITMENT PLAN AND REPORT

The following section identifies the specific EEO groups that are underrepresented in each PATCOB category, and addresses the methods and sources that are used for recruitment.

NPGS MONTEREY: San Diego

Period: 2000-2001

Occupational Group: Professional

<u>TARGETED GROUP(S)</u>	<u>RECRUITMENT METHODS/SOURCES</u>
White female	1. VRA appointments and 30% Disabled Veterans
Asian/Pacific Islander female	2. Non-competitive appointments
American Indian/Alaskan Native female	3. Professional Organizations, colleges/ Universities, and targeted career fairs
Black male	4. Delegated Examining Authority
Black female	5. RESUMIX
Hispanic male	6. E-Recruiting
Hispanic female	7. Professional magazines
	8. NPS Web Site
	9. Paid advertisements

Occupational Group: Administrative

<u>TARGETED GROUP(S)</u>	<u>RECRUITMENT METHODS/SOURCES</u>
Black male	1. VRA appointments and 30% Disabled Veterans
Hispanic female	2. Non-competitive appointments
Hispanic male	3. Professional Organizations, colleges/ Universities, and targeted career fairs
American Indian/Alaskan Native female	4. DOD Priority Placement Program
	5. Delegated Examining Authority
	6. Student Educational employment Programs
	7. RESUMIX
	8. E-Recruiting
	9. Paid advertisements

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Occupational Group: **Technical**

<u>TARGETED GROUP(S)</u>	<u>RECRUITMENT METHODS/SOURCES</u>
Hispanic male	1. VRA appointments and 30% Disabled Veterans
Asian male	2. Non-competitive appointments
White female	3. Targeted Career Fairs
American Indian/Alaskan Native female/male	4. Veterans Organizations
	5. Delegated Examining Authority
	6. DOD Priority Placement Program
	7. RESUMIX
	8. E-Recruiting
	9. Paid advertisements

Occupational Group: **Clerical**

<u>TARGETED GROUP(S)</u>	<u>RECRUITMENT METHODS/SOURCES</u>
Hispanic male/female	1. VRA appointments and 30% Disabled Veterans
White female	2. Non-competitive appointments
American Indian/Alaskan Native male	3. Targeted Career Fairs
	4. Veterans Organizations
	5. Delegated Examining Authority
	6. RESUMIX
	7. DOD Priority Placement Program
	8. Paid advertisements

Occupational Group: **Blue Collar**

<u>TARGETED GROUP(S)</u>	<u>RECRUITMENT METHODS/SOURCES</u>
Hispanic male	1. VRA appointments and 30% Disabled Veterans
Hispanic female	2. Non-competitive appointments
Asian Pacific female/male	3. Targeted Career Fairs
American Indian/Alaska Native female/male	4. Veterans Organizations
White female	5. Delegated Examining Authority
	6. DOD Priority Placement Program
	7. RESUMIX

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**NPGS MONTEREY YEAR BEST PRACTICES AND FEORP PROGRAM
INITIATIVES/PLANS**

All available recruiting sources will be used for all occupational categories and the targeting of recruitment efforts will maximize the inclusion and participation of minority and female organizations. Maximum use of external recruitment sources will help improve under representation in under represented groups.

The FEORP efforts and plans were articulated in the “Narrative Report” section of this report, pages 6-7. HRSC-SW and HRO personnel, on behalf of NPGS MONTEREY, will continue to participate in minority and female outreach efforts specifically designed to meet or supercede categorical underrepresentation goals, while achieving mission requirements.

In FY01, the HRSC-SW provided cover letters on certificates/ referrals, reminding managers (selection officials) of their respective affirmative employment responsibilities.

NPGS MONTEREY hired a college intern through the fall session of DOD's partnership agreement with Hispanic Association of Colleges and Universities (HACU). Furthermore, NPGS MONTEREY intends to hire the employee under the outstanding scholar program when the employee graduates this month.

NPGS MONTEREY also provides extensive PC and soft skills courses on duty time.